



## Services Available to USDA Employees

Copies or loans of NAL materials are provided in response to job-related requests. Employees eligible for service from a local USDA library, such as ARS field libraries or Forest Service libraries, should make use of these resources before contacting NAL.

### Copy Service

A single copy may be provided, in lieu of loan, from materials in the NAL collection. All requests must indicate compliance with copyright restrictions. Providing complete, accurate citations and the NAL call number for a document (if available) will speed the processing of requests. NAL's catalog, AGRICOLA, can be accessed at [www.nal.usda.gov/ag98/](http://www.nal.usda.gov/ag98/).

### Loan Service

The loan period for NAL materials is one month. Loans may be renewed for an additional month if no one else is waiting to use the material. Make renewal requests in writing or by calling (301) 504-5798 prior to the due date.

### Copies from Non-Circulating Materials

The following materials are non-circulating: Serials (except for USDA serials); rare, reference, and reserve books; microforms; and proceedings of conferences or symposia. Although these materials may not be borrowed if NAL only owns one copy, requests may be filled in the form of a microform or paper copy if your request indicates copyright compliance. Please indicate on your original request form if a copy of the material is acceptable in place of a loan.

### Delivery Options

Electronic delivery is the preferred method of document delivery at NAL. Copies of material and hard copies of microform materials can be delivered via email (PDF attachment or post to web); ARIEL (a proprietary software that requires a copy at the receiving end); fax; or U.S. Postal Service. See the Delivery Options page, [www.nal.usda.gov/ddsb/deliveryoptions.htm](http://www.nal.usda.gov/ddsb/deliveryoptions.htm), for more information.

### Interlibrary Borrowing or Purchase

If materials are not available at the NAL, we will try to obtain them from another source. Turnaround time on interlibrary loans varies depending on location and availability of materials. If an item cannot be obtained through borrowing, NAL will attempt to purchase it, which also adds to the turnaround time. Books borrowed from other sources will be delivered by express service to ensure their safe receipt, and must be returned to NAL by express service.

### How to Format Requests

Please refer to the Request Information page, [www.nal.usda.gov/ddsb/delivery.htm](http://www.nal.usda.gov/ddsb/delivery.htm), for the latest instructions on formatting a request for materials.

Contact the Access Services Librarian, Document Delivery Services Branch at (301) 504-5755 or e-mail [access@nal.usda.gov](mailto:access@nal.usda.gov) with questions or comments.